

4 FAH-1 H-920 PUBLISHING SERVICES MANAGEMENT SYSTEM (PSMS) WORK ORDER AND OBLIGATION NUMBERS

4 FAH-1 H-921 WORK ORDER AND JOB CONTROL NUMBERS

(TL:FMH-1; 4-15-94)

a. Work Order—The Work Order Identification Number consists of 6 positions for Alphabetical Organization Symbols, 4 digit Allotment Codes and 6 position Obligation Numbers. This is the control number for each requisition and/or other request for Publishing Services by and through IM/IS/OIS/PS. The organization symbols and allotments are prescribed in Appendix A, the Department's Account Structure and Classification Codes, 4 FAH-1 H-300 and 4 FAH-1 H-400 . The obligation number in last six positions identifies the accounting transaction and document, and is assigned by the Allottee as prescribed in 4 FAH-1 H-100 . The first position of the obligation number is the last digit of the fiscal year, the next two positions are alpha characters and identify the type of publishing services, and the last three digits indicate the chronology of requisitions/work orders submitted to IM/IS/OIS/PS.

Alpha Code	Type of Publishing Services
ES	Editorial Services, Form DS-5R for Work Orders under WCF Account 8620, and Editorial Services outside the Department.
PR	Printing Services, Form DS-5R for Work Orders under WCF Account 8610, and Printing Services outside the Department.
SP	Printing Short Order Stations, Form DS-5A; Self-Service Copiers, and Other Printing Services. Used for these services under Account 8610, in the Work Order Numbers compiled for the DS-5A.

Separate DS-5Rs are now required for Editorial Services and Printing Services. The DS-5R for Printing Services may show the Accounting Classification Codes-Strip for Editorial Services required by the Printing Plant incident to the job, and is added with clearance of the allottee.

b. Job Control Number—The job control number is assigned by OIS/PS to each DS-5R. The numbers are assigned 1 to 999999 each Fiscal Year, and are used for production and quality control.

4 FAH-1 H-922 ESTABLISHING OBLIGATIONS FOR PUBLISHING SERVICES FOR INPUT TO THE ACCOUNTING SYSTEM (CFMS)

(TL:FMH-1; 4-15-94)

a. Obligations for Publishing Services under the Working Capital Fund (WCF) are established by Allottees under three (3) obligation number series, chronologically in the following uniform series within applicable accounting classification codes:

(1) 991001 to 999—Editorial Services, DS-5R, Account 8620, Object code 2487.

(2) 992001 to 999—Printing Services, DS-5R, Account 8610, Object code 2488.

(3) 993001 to 999—Printing Short Order Stations, DS-5A; Self-Service Copiers; Other Misc., Account 8610, Object Code 2486.

b. When it is determined by Publishing Services Division that Work Orders under (1) and (2) above are to be sent to the Government Printing Office (GPO), all or part of the job, that portion to GPO is recorded with object code 2485 under the same obligation number. GPO is then inserted in place of the WCF account number. There may be more than one transaction line on the DS-5R, Item 14. Accounting Classification Codes. The full accounting classification codes, including obligation number are shown on the SF-1.

c. Work orders sent to commercial printing firms are treated in the same manner, and recoded under the same obligation number with object code 2484.

d. The first digit of the obligation number is the last digit of the fiscal year, the second and third digits show type of publishing services, and the last three digits show the chronology of the obligations.

e. Examples of the complete Accounting Classification Codes-Strips are shown under Item 14, DS-5R at Attachment B1, revised as shown above.

NOTE: June 30, 1989 is the effective date for above changes for CFMS and Bureau and Offices serviced by CFMS. Effective date for other Bureaus and Offices is October 1, 1989.

4 FAH-1 H-923 THROUGH H-929 UNASSIGNED